EXTERNAL POSTING
VACANCY ANNOUNCEMENT

Job Title: Service Unit Director – Treasure Coast (TCSU)
Job Classification: Professional A – FSO Bargaining Unit
Supervisor: Regional Manager (Southern Region)
Location: Martin, Okeechobee, Indian River Counties – Extensive Travel Required

Position Summary: The Service Unit Director (SUD) reports to a Regional Manager who reports to the Director of Organizing and Field Services and assists in the day-to-day operations and programs of several local associations that are the certified bargaining agents, including contracts covering teachers and educational staff professionals. The SUD assists with the coordination of the service operations provided within the Service Unit, and reports to the unit’s Coordinating Council. Additionally, the SUD provides consultation and assistance to elected leaders and members in the areas of bargaining, contract administration, grievance processing, arbitration representation, business management, membership development, leadership and organizational development, internal and external communications, governmental and political advocacy, member and human rights, education reform, and other areas of interest or concern to the organization and its members. The SUD is expected to establish and maintain good relationships with the professional and associate staff in the Organizing and Field Services Department. TCSU includes Martin, Indian River, and Okeechobee counties.

COMPETENCY FRAMEWORK – Incumbent must embrace, exhibit and possess the following effectiveness competencies:

- **Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.

- **Self-Management/Initiative** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

- **Teamwork** - Encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals.

- **Written Communication** - Recognizes and uses correct grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.

- **Planning and Evaluating** - Organizes work, sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations, monitors progress; evaluates outcomes.

- **Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

- **Interpersonal Skills** - Shows understanding, courtesy, tact, empathy; develops and maintains relationships; deals with difficult people; relates well to people from varied backgrounds; is sensitive to individual differences.
General Responsibilities:

1. Acknowledge and support the advancement of FEA’s vision, mission, and strategic goals.

2. Identify, contribute to, and support new opportunities to advance FEA’s vision, mission, and strategic goals.

3. Perform all work assignments in a manner that effectively and efficiently utilizes FEA resources.

4. Contribute to and support the development and implementation of departmental and interdepartmental programs and services.

5. Perform all duties, responsibilities, and assignments within the guidelines outlined in the FSO/FEA Collective Bargaining Agreement and in accordance with FEA Policies and Procedures.

Specific Duties and Responsibilities:

- Monitor and coordinate local association program implementation including communications, training, employee relations, minority concerns, instructional and professional development, membership promotion, political concerns, legislation, etc.

- Assist with local bargaining and contract enforcement.

- Provide services to local leaders as required.

- Plan, participate and present in site based representative training to the extent possible.

- Conduct regular visits to work sites to meet and advance the training of site leadership.

- Assist leaders in developing organizing plans and create a system to measure the effectiveness.

- Assist in local program development, budget, political action/legislative initiatives and any other areas that the local seeks assistance.

- Coordinates the Service Unit office pursuant to local policies.

- Assist with local and program evaluation.

- Maintain a positive relationship with other organizations and groups within assigned areas.

- Maintain a continuous positive relationship with local leaders and coordinating council members within the unit.

- Perform other duties as assigned by the Director of Organizing and Field Services or designee.

Compensation & Benefits: The salary for this position is determined by the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. FEA provides medical, dental, vision, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, FEA provides employer-paid retirement options, vacation leave, sick leave, and paid holidays.
**How to Apply:** Interested candidates should submit a cover letter and resume via email to feahr@floridaea.org. Candidates will be reviewed on a rolling basis. Candidates that apply on or before **August 2, 2019** will receive preferential treatment.

**FLORIDA EDUCATION ASSOCIATION**
**IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Consistent with the FEA Affirmative Action Plan, minority, female, and physically challenged applicants are encouraged to apply. Please contact FEA’s Office of Human Resources at 850-201-3215 or feahr@floridaea.org to request an accommodation during the application process.